




<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. SRP-380-16-Q-0101	2. DATE ISSUED 05/20/2016	3. REQUISITION/PURCHASE REQUEST NO. PR 5337147	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY GSO/Contracting & Procurement			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				
NAME  Jackie Kho		TELEPHONE NUMBER AREA CODE NUMBER 632 301-2000 x 2737		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
8. TO:		9. DESTINATION		
a. NAME	b. COMPANY		a. NAME OF CONSIGNEE	
c. STREET ADDRESS		b. STREET ADDRESS		
d. CITY		c. CITY		
e. STATE		f. ZIP CODE	d. STATE	e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		
06/03/16 1 PM				

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	<p>U.S. Embassy Manila invites you to submit a quotation for Health Insurance of SASP and Contractual Employees detailed to JUSMAG Philippines. Please see attached details.</p> <p>Note: All actions which are over \$25K, prospective vendors must be registered with the Central Contractor Registration (CCR) which is now under System of Award Management.</p> <p>Approvals:</p> <p>NAGO: </p> <p>JAK: </p>	16	PX		

12. DISCOUNT FOR PROMPT PAYMENT 	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☒ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

**Subject: HEALTH INSURANCE OF SASP AND CONTRACTUAL EMPLOYEES DETAILED TO JUSMAG PHILIPPINES**

**Document Summary:**

U.S. Embassy Manila invites you to submit quotation for the Health Insurance of the SASP and Contractual Employees detailed to JUSMAG Philippines.

**Period of Performance: July 1, 2016 to June 30, 2017.**

Please see attached for more information.

**Remarks:** Price offer shall be firm fixed-price, VAT exempt. The US Government is exempt from paying the ad valorem/specific tax, customs duties imposed by the Philippine Government under section 106 (a) and 109 of the Tax Code 1997, respectively. Thus, price(s) shall be billed to the US Government net of ad valorem tax, value added tax, customs and duties.

Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of the items ordered and the original copy of invoice. The Direct Deposit Sign Up Form for EFT payment will be provided to the vendor upon award. All items should be delivered to US Embassy Manila Seafront Compound, Pasay City. See attached document for further remarks including applicable clauses.

**The RFQ is valid until June 3, 2016; 1:00 pm (Manila Time)**

**Instructions:** You may submit your firm fixed price (exclusive of VAT) **sealed** quotation at U. S. Embassy Seafront Compound (in front of Pasay City Hall) and look for Jackie Kho.

For inquiries, please send an email to [KhoJD@state.gov](mailto:KhoJD@state.gov) or send through fax at +632 548-6762 **on or before May 25, 2016, 4:30 p.m.**

**NOTE:** All actions which are over \$25K, prospective vendors must be registered within the Central Contractor Registration (CCR) which is now under System for Award Management (SAM). Refer to site for details on the registration process: [http://pd.statebuy.state.gov/content.asp?content\\_id=62&menu\\_id=60](http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60). Award shall be contingent upon submission of proof of successful SAM registration.

## SCOPE OF WORK

*Health Insurance for SASP and Contractual Employees of JUSMAG Philippines- 16 pax*

### HOSPITAL-BASED PLAN

Direct Access in any Affiliated Network for Out-Patient Consultations and  
Simple Laboratory Procedures through Coordinator/Primary Physician/LOA Issuer

Accommodation	Private
Daily Room & Board Limit	Open Room & Board
Maximum Limit for Non-Dreaded/Dreaded Diseases and/or Non-ICU/ICU Confinements*	PhP120,000 per illness per year

WITH ACCESS to Asian Hospital & Medical Center, Makati Medical Center, The Medical City, Cardinal Santos Medical Center and St. Luke's Medical Center-Quezon City

#### NOTES:

1. Benefits include routine Annual Physical Examination (APE)
2. ALL plans DO NOT include access to St. Luke's Medical Center-Global City, Philippine Orthopedic Institute, Manila Adventist Medical Center and FortMed
3. Pre-existing conditions are COVERED.
4. Standard Exclusions and General Limitations shall apply.
5. Additional Costs for the following Optional Riders
  - a. Standard Dental Rider
  - b. Ambulance Service up to P2,000 per conduction
  - c. Wellness Program

## SCHEDULE OF HEALTHCARE BENEFITS

<b>A. ANNUAL PHYSICAL EXAMINATION</b>	
Taking of Medical History	Covered
Physical Examination	Covered
Chest X-Ray	Covered
Routine Urinalysis	Covered
Routine Fecalalysis	Covered
Complete Blood Count (CBC)	Covered
Electrocardiogram (ECG) for members 35 years old and above of if indicated	Covered
Pap Smear for female members 35 years old and above of if indicated	Covered
<b>B. PREVENTIVE HEALTHCARE</b>	
Health Education Counseling on diet or exercise	Covered
Periodic Monitoring of Health Problems	Covered
Family Planning Counseling	Covered
Wellness Program ( <i>Optional</i> )	OPTIONAL
Passive and active vaccines for treatment of tetanus and animal bites	Covered up to PhP20,000/member/year (AGGREGATE) (on reimbursement basis)
<b>C. OUT-PATIENT CARE</b>	
Consultation during regular clinic hours, except prescribed medicines	Covered
Pre and Post Natal consultations	Covered excluding laboratory & diagnostic procedure

Eye, ear, nose and throat (EENT) treatment prescribed by an Affiliated Physician/Specialist	Covered
Treatment for minor injuries such as lacerations, mild burns, sprains and the like	Covered
Dressings, conventional casts (plaster of Paris) and sutures	Covered
X-ray, laboratory examinations, routine, diagnostic and therapeutic procedures prescribed by an accredited physician/specialist, provided however that the cost of diagnostic and therapeutic procedures covered shall be limited to a specific amount	Covered
Minor surgery not requiring confinement prescribed by an Affiliated Physician/Specialist	Covered
Eye laser therapy for retinal tear, retinal hole, retinal detachment and glaucoma prescribed by an affiliated Physician/Specialist, excluding eye correction such as LASIK, PRK and the like	Covered up to Php10,000/eye/member/year
Cauterization of Warts prescribed by an Accredited Physician/Specialist except genital warts and condyloma acuminatum	Reimbursable up to Php2,000/member/year (NECK DOWN)
Blood products transfusions and intravenous fluids, including blood screening and cross matching.	Covered subject to MBL if related to dread disease
Speech Therapy (secondary to Stroke/Myocardial Infarction)	Reimbursable up to Php10,000/member/year
Allergy Testing/allergy screening and other related examinations prescribed by an Affiliated Physician	Covered up to Php2,500/member/year
Tuberculin Test	Covered up to Php600/member/year
Sclerotherapy for varicose veins as prescribed by an Affiliated Physician, to be availed through accredited vascular surgeons	Up to Php5,000/leg/member/year
<b>D. ROUTINE PROCEDURES</b>	
Blood Chemistries	Covered as prescribed by attending physician subject to MBL
Chest X-ray	Covered as prescribed by attending physician subject to MBL
Complete Blood Count (CBC)	Covered as prescribed by attending physician subject to MBL
Fecalysis	Covered as prescribed by attending physician subject to MBL
Urinalysis	Covered as prescribed by attending physician subject to MBL
<b>E. DIAGNOSTIC PROCEDURES</b>	
24-Hour Holter Monitoring	Covered as prescribed by attending physician subject to MBL
Adrenocortical Function	Covered as prescribed by attending physician subject to MBL
Anti-Nuclear Antibody, C-Reactive Protein, Lupus Cell Exam	Covered as prescribed by attending physician subject to MBL
Arterial Blood Gas	Covered as prescribed by attending physician subject to MBL
Arthroscopic Procedures, Orthopedic Arthroscopy	Covered as prescribed by attending physician subject to MBL
Audiograms and Tympanograms	Covered as prescribed by attending physician subject to MBL
Bone Densitometry Scan (Dexascan)	Covered as prescribed by attending physician subject to MBL
Bone Mineral Density Studies	Covered as prescribed by attending physician subject to MBL
Cardiac Stress Tests (Thalium and Diprydamole Stress Tests)	Covered as prescribed by attending physician subject to MBL
Computed Tomography Scans	Covered as prescribed by attending physician subject to MBL
<b>Diagnostic Radiographs:</b>	
a. Biliary tract: Cholecystogram and Cholangiogram	Covered as prescribed by attending physician subject to MBL
b. Chest, ribs, sternum and clavicle	Covered as prescribed by attending physician subject to MBL
c. Digestive: Plain film of the abdomen, Barium Enema, Upper GI Series, Lower GI Series, Small Bowel Series	Covered as prescribed by attending physician subject to MBL
d. Face (including sinuses), Head and Neck	Covered as prescribed by attending physician subject to MBL
e. Urinary: KUB, Pyelograms and Cystograms	Covered as prescribed by attending physician subject to MBL
f. X-ray of the extremities and pelvis	Covered as prescribed by attending physician subject to MBL
g. X-ray of the spine (cervical, thoracic, lumbo-sacral)	Covered as prescribed by attending physician subject to MBL
<b>Diagnostic Ultrasounds:</b>	
a. 2D-Echo with Doppler	Covered as prescribed by attending physician subject to MBL
b. Abdomen	Covered as prescribed by attending physician subject to MBL
c. Duplex Scan	Covered as prescribed by attending physician subject to MBL
d. Digestive and Urinary Systems	Covered as prescribed by attending physician subject to MBL
e. Ultrasound of the Lungs	Covered as prescribed by attending physician subject to MBL

<p>Electroencephalogram          Electromyography and Nerve Conduction Studies          Endoscopic Procedures          Fluorescein Angiography          Impedance Plethysmography          Lead Electrocardiogram          Magnetic Resonance Angiography (MRA)          Mammography and Sonomammogram          Myelogram          Pap's Smear          Perfusion Scan          Plasma Urinary Cortisol, Plasma Aldosterone          Polysomnograms (Sleep Recording)          Pulmonary Function Tests</p> <p><b>Radioisotope Scans and Function Studies:</b></p> <ul style="list-style-type: none"> <li>a. Cardiac</li> <li>b. Gastrointestinal</li> <li>c. Liver</li> <li>d. Parathyroid Bone, Pulmonary (Perfusion/Ventillation Lung Scans)</li> <li>e. Renal</li> <li>f. Throid Scans</li> <li>g. Total Body Scans</li> </ul> <p>Radionuclide Ventriculography          Surface Electromyography (SEMG)          Thallium Scintigraphy          TMST-Treadmill Stress Test          Cataract Extraction except cost of lens</p>	<p>Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL</p> <p>Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL</p> <p>Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL          Covered as prescribed by attending physician subject to MBL</p>
<b>F. THERAPEUTIC PROCEDURES</b>	
<p>Dialysis          Intravenous Chemotherapy          Physical therapy excluding subspecialties such as cardiac rehabilitation, pulmonary rehabilitation, pulmonary rehabilitation and the like</p> <p><b>Therapeutic Radiology:</b></p> <ul style="list-style-type: none"> <li>a. Brachytherapy</li> <li>b. Cobalt</li> <li>c. Linear Accelerator Therapy</li> <li>d. Radioactive Cesium</li> <li>e. Radioactive Iodine</li> </ul>	<p>Covered subject to MBL          Covered subject to MBL          Covered subject to MBL (Therapy of one (1) body area shall be considered as one (1) session)</p> <p>Covered subject to MBL          Covered subject to MBL          Covered subject to MBL          Covered subject to MBL          Covered subject to MBL</p>
<b>G. IN-PATIENT SERVICES</b>	
<p>Room and Board according to the Member's Room and Board Accommodation and subject to the maximum rate of Daily Room and Board, if any, of the plan under which the Member is enrolled.</p> <p>Use of operating room, Intensive Care Unit (ICU), isolation room (if prescribed by attending Accredited Physician) and recovery room.          Professional fees in accordance with Schedule of Rates.</p> <ul style="list-style-type: none"> <li>a. Attending Physicians</li> <li>b. Surgeons</li> <li>c. Anesthesiologists</li> <li>d. Cardio-pulmonary clearance before surgery and cardiac monitoring during surgery.</li> </ul> <p>Standard Nursing Services          Medicines for in-patient services          Blood products transfusions and intravenous fluids, including blood</p>	<p>Covered</p> <p>Covered subject to MBL</p> <p>Covered subject to MBL if related to dread disease</p> <p>Covered          Covered, charged subject to MBL if related to dread disease          Covered, charged subject to MBL if related to dread disease</p>

<p>screening and cross matching.  X-ray, laboratory examinations, diagnostic tests and therapeutic procedures incidental to confinement  Dressings, conventional casts (plaster of Paris) and sutures.  Anesthesia and its administration  Oxygen and its administration  Standard Admission Kit  All other items directly related in the medical management of the patient, as deemed medically necessary by the attending Accredited Physician  Assistance in administrative requirements through a Liaison Officer</p>	<p><i>Covered, charged subject to MBL if related to dread disease</i></p> <p><i>Covered, charged subject to MBL if related to dread disease</i>  <i>Covered, charged subject to MBL if related to dread disease</i>  <i>Covered, charged subject to MBL if related to dread disease</i>  <i>Covered</i>  <i>Covered subject to MBL if related to dread disease</i></p> <p><i>Covered</i></p>
<b>H. ADDITIONAL SPECIAL PROCEDURES</b>	
<p>Angiogram and/or Angioplasty/Coronary Artery Bypass Graft  Gamma Knife Surgery  Laparoscopy  Conventional Hemorrhoidectomy  Scalpel Hemorrhoidectomy  Stapled Hemorrhoidectomy  Mammotone  4D Ultrasound except for maternity-related cases  24 Hour EEG Monitoring  Esophageal Manometry  Intensified Modulated Radiotherapy  Botox which is not cosmetic in nature nor for beautification purpose  Positron Emission Tomography  CT Pulmonary Angiography  Photodynamic Therapy</p>	<p><i>Covered as prescribed by attending physician subject to MBL</i>  <i>Covered as prescribed by attending physician subject to MBL</i>  <i>Covered as prescribed by attending physician subject to MBL</i>  <i>Covered as prescribed by attending physician subject to MBL</i>  <i>Covered as prescribed by attending physician subject to MBL</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i>  <i>Covered up to PhP5,000/member/year</i></p>
<b>I. SPECIAL MODALITIES OF TREATMENT</b>	
<p>Laparoscopic Cholecystectomy  Lithotripsy  Magnetic Resonance Imaging (MRI)  Nuclear Radioactive Isotope Scan  Hysteroscopic Myoma Resection  Laparoscopic Adrenalectomy (Unilateral)  Laparoscopic Adrenalectomy (Bilateral)  Transurethral Microwave Therapy of Prostate  Hysteroscopically-guided D&amp;C  Percutaneous Ultrasonic Nephrolithotomy  Uterolithotripsy  Stereotactic Brain Biopsy  Cryosurgery  Sleep Study  Neuroscan  Pelvic Laparoscopy (for endometriosis)  All Special Modalities of Treatment and/or diagnostic procedures for which there are no comparable conventional or traditional equivalent or counterparts</p>	<p><i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered as charged subject to MBL</i>  <i>Covered up to PhP5,000/procedure/member/year</i></p>
<p><b><i>The availment of Laparoscopic Cholecystectomy, Lithotripsy, Transurethral Microwave Therapy of Prostate, Percutaneous Ultrasonic Nephrolithotomy, Ureterolithotripsy or Cryosurgery procedure is limited only to once per contract year.</i></b></p>	
<b>J. EMERGENCY CARE</b>	



<p>In Accredited Hospitals</p> <p>a. Doctor's services</p> <p>b. Emergency Room fees</p> <p>c. Medicines used for immediate relief during treatment</p> <p>d. Oxygen, intravenous fluids, and blood products.</p> <p>e. Dressings, conventional casts (plaster of Paris) and sutures</p> <p>f. X-ray, laboratory and diagnostic examinations, and other medical services related to the emergency treatment of the patient.</p> <p>g. Room Upgrade in case of room unavailability</p>	<p><i>Covered subject to MBL</i></p> <p><i>Covered subject to MBL</i></p> <p><i>Covered subject to MBL</i></p> <p><i>Covered subject to MBL</i></p> <p><i>Covered subject to MBL</i></p> <p><i>Covered subject to MBL</i></p> <p><i>Up to 24-hours except Suite room</i></p>
In Non-Accredited Hospitals	<i>80% of hospital bills &amp; professionals fees based on insurance provider rates up to Php30,000/case/member/year (Reimbursement Basis)</i>
Outside the Philippines	<i>80% of hospital bills &amp; professionals fees based on insurance provider rates up to Php30,000/case/member/year (Reimbursement Basis)</i>
Areas without Accredited Hospital	<i>Covered subject to insurance provider rates up to MBL (using 50-km radius rule)</i>
Ambulance Service (accredited to accredited)	<i>Covered provided that case is fully coordinated with insurance provider and within Metro Manila Only</i>
Ambulance Service (non-accredited to accredited) (OPTIONAL)	<i>Covered up to Php2,000 per conduction) With Additional Cost of Php179.20 (Inclusive of 12% VAT)</i>
<b>K. PRE-EXISTING CONDITIONS</b>	<b>Covered</b>
<b>L. OTHER BENEFITS/SPECIAL PROCEDURES</b>	
Work Related Conditions based on conditions covered by ECC	<i>Covered (for employees only)</i>
Motor Vehicular Accidents	<i>Covered subject to MBL</i>
Unprovoked Assault, including domestic violence, whether initiated by the Member or by a known or unknown third party	<i>Covered subject to MBL</i>
Scoliosis (whether pre-existing, congenital or acquired) including necessary procedures, except physical therapy sessions	<i>Covered up to Php40,000/member/year</i>
Congenital diseases, except physical therapy sessions and developmental disorders	<i>Covered up to Php40,000/member/year</i>
Congenital Hernia	<i>Covered subject to MBL</i>
<b>M. DENTAL CARE (OPTIONAL) : OPTIONAL</b>	
Annual Dental examination and consultation	<i>Covered</i>
Emergency Out-patient Dental Treatment – to be availed at accredited dental clinics only	<i>Covered</i>
Oral Prophylaxis	<i>Covered – Once a year</i>
Simple tooth extractions	<i>Covered</i>
Restorative and prosthodontic treatment planning	<i>Covered</i>
Temporary Fillings	<i>Unlimited, as needed</i>
Desensitization of hypersensitive teeth	<i>Covered</i>
Simple adjustment of dentures	<i>Covered</i>
Re-cementation of loose crowns, inlays and onlays	<i>Covered</i>
Dental Nutrition and Dietary Counseling	<i>Covered</i>
Dental Health Education	<i>Covered</i>
Pre-natal check of teeth and gums	<i>Covered</i>
Temporo Mandibular Joint Consultation	<i>Covered</i>
Gum Treatment for cases like inflammation or bleeding	<i>Covered</i>
<b>N. MEMBERSHIP GUIDELINES</b>	
Age Eligibility	

Principals	18 up to 64 years old

**NOTES:**

- 1.) The coverage for the Special Diagnostic Procedures are subject to the recommendation of the Affiliated Physician if medically necessary.
- 2.) Above limits are inclusive of room & board, operating room charges, professional fees and other incidental expenses relative to the procedure. The maximum benefit limit shall be inclusive of consultations, routine procedures, diagnostic and therapeutic procedures and hospitalization. All procedures or benefits are subject to the limitations on pre-existing conditions as stated in this proposal.

## **GENERAL EXCLUSIONS**

No Health Care Benefits shall be paid for the following services, procedures or conditions:

1. Care by Non-Affiliated Physician in either Affiliated or Non-Affiliated Hospitals, except in emergencies wherein the Emergency Provision of the Agreement shall apply.
2. Care by an Affiliated Physician in Non-Affiliated Hospital.
3. Additional hospital charges and Professional Fees resulting from taking a Room Category higher than that specified in the Member's Benefit Classification, additional personal comfort items (e.g. telephone and television, admission kit) and such other items of the same nature.
4. All pregnancy related conditions requiring medical and surgical care.
5. Circumcision, sterilization of either sex or reversal of such, artificial insemination, sex transformation or diagnosis and treatment of infertility.
6. Rest cures, custodial, domiciliary and convalescent care. These pertain to care in a skilled affiliated facility or an institution that meets certain standards for medical care and includes nursing care and therapeutic services following hospital confinement.
7. Cosmetic procedure and surgery and oral surgery solely for purpose of beautification, except reconstructive surgery to treat functional defects due to disease or accidental injury.
8. Dental examination, extractions, fillings and general dental attention and conditions and all complications arising there from, except to the extent that are necessary for repair or alleviation of damage to the covered person caused solely by accidental injuries and those dental benefits as specified in the Agreement.
9. All forms of behavioral disorders whether congenital or acquired; developmental or psychiatric disorder; psychosomatic illness.
10. Any injury, illness or condition which the Member may suffer after he has taken intoxicating drugs or alcoholic beverage as evidenced by clinical history or alcoholic breath as determined by the examining physician and/or conditions or illnesses resulting from Alcoholism and Drug Addiction.
11. Medical or surgical procedures that are experimental in nature and not generally accepted as standard medical treatment by the medical profession that may include but is not limited to, Chiropractic Services and Acupuncture.
12. Allergens used for hypersensitivity testing regardless if administered as an out-patient or in-patient procedure.
13. Procurement or use of corrective appliances, prosthesis, artificial aids and durable equipment such as but not limited to the following: (a) stents; (b) prolene mesh; (c) pins, screws, plates, wires; (d) VP shunt, clips; (e) hearing aids; (f) intraocular lens, eyeglasses, contact lenses; (g) balloons, valves; (h) braces, crutches; (a) pace maker.
14. All expenses incurred by the Member in the process of donating organs.



15. Injuries or illnesses resulting from hazardous activities in which a Member has engaged in leisure that may include but is not limited to: bungee jumping, scuba diving, hang-gliding, mountain climbing and all such other voluntary activities which pose a danger to life and limb, except those related to or directly connected with the Member's occupation as declared in the application for health care coverage under the Agreement.
16. Physical examinations and other related services required for obtaining or continuing employment, insurance or government licensing, or not related to the health maintenance of the client.
17. Injuries or illnesses due to military service or suffered under conditions of war.
18. Executive check-ups and confinement which are for purely diagnostic purposes except as specified in the Agreement.
19. Injuries or illnesses wherein the care or reimbursement of services is provided by law or a government program, up to the stipulated limits.
20. Injuries or illness which are self-inflicted, caused by attempt at suicide, or incurred as a result of or while participating in the commission of a crime or acts involving the violation of laws or ordinances.
21. Take-home medicine, immunizing agents and out-patient medicines, with the exception of intravenous chemotherapy medicine and those administered during an emergency treatment.
22. Vaccines, whether elective or administered during an emergency treatment are not covered.
23. All hospital charges and Professional Fees incurred after the day and time the discharge from the hospital has been duly authorized.
24. Laser Treatment for the purpose of corrective eye refraction.
25. "Medico-Legal Fees." These are professional fees of a medico-legal consultant to whom a patient is referred primarily for the issuance of a medical certificate for legal purposes.
26. *Diseases declared by the Department of Health (DOH) as "epidemic" shall not be covered by insurance provider under the Agreement including all related consultations and diagnostic procedures*

Standard Package (Attached)
Dental Benefits: <ul style="list-style-type: none"> <li>• Bi-Annual Prophylaxis</li> <li>• Permanent light cure filling (unlimited)</li> </ul>
Others: <ul style="list-style-type: none"> <li>• Annual Physical Exam to include Mammogram at the age of 25 years and older for female employees</li> <li>• Reimbursement for services availed from a non-accredited provider subject to standard rates offered by the medical insurance provider</li> <li>• Reimbursement for eyeglasses from doctors, hospitals or clinics of employee's choice</li> <li>• Out of Patient medicine reimbursement.</li> <li>• Maternity Benefits.</li> <li>• Access to Asian Hospital &amp; Medical Center, Makati Medical Center, The Medical City, Cardinal Santos Medical Center, and St. Luke's Medical Center-Quezon City</li> </ul>

**Age Bracket of Contractual Employees: Please refer to Attachment #1**

**Other Requirements:**

The Vendor should have previous experience providing health care insurance in the Philippines with a minimum of 3 years. Please provide list of clients over the past 3 years for the same similar work. It should contain the following:

1. Customer Name
2. Address
3. Telephone Number
4. Contact Person
5. Contract Peso Value
6. Brief Description of Work

Submit updated licenses/permits required by law, including certificates of membership on professional associations, DTI/SEC and Mayor's Permit. Please submit also Financial Statement for 1 year.

**Payments:**

Requests for payment may be made no more frequently than monthly.

After receipt of the Contractor's request for payment, and on the basis of an invoice or billing, the Contracting Officer shall make a determination as to the amount, which is then due. If the Contracting Officer does not approve payment of the full amount applied for, less the retainage allowed by in 52.232-5, the Contracting Officer shall advise the Contractor as to the reasons.

**ATTACHMENT #1**

**JUSMAG CONTRACTUAL EMPLOYEES**

<b>AGE BRACKET</b>	<b>NO. OF EMPLOYEES</b>	<b>MALE</b>	<b>FEMALE</b>
30 & BELOW	5	1	4
31-40	5	1	4
41-50	2	-	2
51 & ABOVE	4	2	2
<b>TOTAL</b>	<b>16</b>	<b>4</b>	<b>12</b>

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS  
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES  
(Current thru FAC 2005-69)**

**COMMERCIAL ITEMS**

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	SEPT 2013
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran – Representation and Certification (applies to acquisitions above the micropurchase threshold)	DEC 2012
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5      CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (SEPT 2013)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).  
\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) *The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:*

**[Contracting Officer: check as appropriate]**

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

\_\_\_ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

\_\_\_ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

\_\_\_ (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).

\_\_\_ (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

\_\_\_ (8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (May 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

\_\_\_ (9) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

\_\_\_ (10) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

- \_\_\_ (11) [Reserved]
- \_\_\_ (12)(i) 52.219-6, *Notice of Total Small Business Set-Aside* (Nov 2011) (15 U.S.C. 644).
- \_\_\_ (ii) *Alternate I* (Nov 2011).
- \_\_\_ (iii) *Alternate II* (Nov 2011).
- \_\_\_ (13)(i) 52.219-7, *Notice of Partial Small Business Set-Aside* (June 2003) (15 U.S.C. 644).
- \_\_\_ (ii) *Alternate I* (Oct 1995) of 52.219-7.
- \_\_\_ (iii) *Alternate II* (Mar 2004) of 52.219-7.
- \_\_\_ (14) 52.219-8, *Utilization of Small Business Concerns* (Jul 2013) (15 U.S.C. 637(d)(2) and (3)).
- \_\_\_ (15)(i) 52.219-9, *Small Business Subcontracting Plan* (Jul 2013) (15 U.S.C. 637(d)(4)).
- \_\_\_ (ii) *Alternate I* (Oct 2001) of 52.219-9.
- \_\_\_ (iii) *Alternate II* (Oct 2001) of 52.219-9.
- \_\_\_ (iv) *Alternate III* (Jul 2010) of 52.219-9.
- \_\_\_ (16) 52.219-13, *Notice of Set-Aside of Orders* (Nov 2011)(15 U.S.C. 644(r)).
- \_\_\_ (17) 52.219-14, *Limitations on Subcontracting* (Nov 2011) (15 U.S.C. 637(a)(14)).
- \_\_\_ (18) 52.219-16, *Liquidated Damages—Subcontracting Plan* (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- \_\_\_ (19)(i) 52.219-23, *Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns* (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- \_\_\_ (ii) *Alternate I* (June 2003) of 52.219-23.
- \_\_\_ (20) 52.219-25, *Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting* (Jul 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- \_\_\_ (21) 52.219-26, *Small Disadvantaged Business Participation Program—Incentive Subcontracting* (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- \_\_\_ (22) 52.219-27, *Notice of Service-Disabled Veteran-Owned Small Business Set-Aside* (Nov 2011) (15 U.S.C. 657 f).
- \_\_\_ (23) 52.219-28, *Post Award Small Business Program Rerepresentation* (Jul 2013) (15 U.S.C. 632(a)(2)).
- \_\_\_ (24) 52.219-29, *Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns* (Jul 2013) (15 U.S.C. 637(m)).
- \_\_\_ (25) 52.219-30, *Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program* (Jul 2013) (15 U.S.C. 637(m)).
- \_\_\_ (26) 52.222-3, *Convict Labor* (June 2003) (E.O. 11755).
- \_\_\_ (27) 52.222-19, *Child Labor—Cooperation with Authorities and Remedies* (Mar 2012) (E.O. 13126).
- \_\_\_ (28) 52.222-21, *Prohibition of Segregated Facilities* (Feb 1999).
- \_\_\_ (29) 52.222-26, *Equal Opportunity* (Mar 2007) (E.O. 11246).

- \_\_\_ (30) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).
- \_\_\_ (31) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).
- \_\_\_ (32) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
- \_\_\_ (33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- \_\_\_ (34) 52.222-54, Employment Eligibility Verification (JUL 2012). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- \_\_\_ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- \_\_\_ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- \_\_\_ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- \_\_\_ (37)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).
- \_\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.
- X** (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- \_\_\_ (39) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).
- \_\_\_ (40)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (Nov 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- \_\_\_ (ii) Alternate I (Mar 2012) of 52.225-3.
- \_\_\_ (iii) Alternate II (Mar 2012) of 52.225-3.
- \_\_\_ (iv) Alternate III (Nov 2012) of 52.225-3.
- \_\_\_ (41) 52.225-5, Trade Agreements (SEPT 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
- X** (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- \_\_\_ (43) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- \_\_\_ (44) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).



\_\_\_ (45) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (46) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (47) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (48) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

X (49) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_\_ (50) 52.232-36, Payment by Third Party (Jul 2013) (31 U.S.C. 3332).

\_\_\_ (51) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_ (52)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

**[Contracting Officer check as appropriate.]**

\_\_\_ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

\_\_\_ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O.13495).

\_\_\_ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

\_\_\_ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in

excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Jul 2013) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

\_\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

(xii) 52.222-54, Employment Eligibility Verification (JUL 2012).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

## **DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the	SEP 2007

	mission of the Department)	
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)**

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)



# Quick Start Guide For New Foreign Registrations

## Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

### What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

### What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM before you start the registration process.

### How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>

It takes up to 5 business days to obtain an international DUNS number.

### How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp) Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

### What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

## Steps for Registering

1. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system why you are registering in SAM. This determines what information you have to provide.
  - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
  - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.
6. Complete your registration. On each page, required information that you must provide has a red asterisk (\*) next to the name of the field. Here are a few helpful hints:
  - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
  - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
  - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
  - Make sure to select "Foreign Owned and Located" on the General Information page.
  - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
  - In the "Points of Contact" section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.
7. Make sure to hit [Submit] after your final review. You will get a *Congratulations* message on the screen. If you do not see this message, you did not submit your registration. What happens next?
  - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

**Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.**

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

